



The BASO Connection

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About This Newsletter



The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.



Travel Manager: FY04 is Sailing Away

As FY04 sets off towards the horizon, here are a few important dates for Travel Manager (TM).

September 17, 2004

If you don't want to wait until after October 18 to receive your travel payments, make sure all travel vouchers are received in the RFO (stamped "Management Approved") by September 17. Extended TDY travelers should submit a partial voucher for September.

September 22, 2004

Any authorizations to be obligated in FY04 must be submitted to the RFO with the "Management Approved" stamp by September 22. Authorizations submitted to the RFO after this date will not be interfaced to SAP until mid-October.

October 1 – October 5, 2004

Be prepared – you will **not** be able to access Travel Manager during this time! Be sure to print any documents that you may need during the downtime before October 1. *Emergency* requests for *unexpected* travel will be handled via paper on a case-by-case basis. Contact the BASO with questions.

Travel Authorization Continuing Resolution

At the request of the Regional Finance Office (RFO), the continuing resolution statement cited below is required on all travel authorizations for travel occurring in FY05, regardless if FY04 or FY05 funds are used. Enter the following in the Comments section on the authorization:

"Authorization to travel in FY05 is contingent upon the passage of a continuing resolution or enactment of NASA's FY05 appropriation bill."

Split Year Guidelines for Travel Funds

Here's some good news – since FY04 travel funds are valid for two years, only one travel authorization is required for split year authorizations. However there must be sufficient funding to cover all travel. For guidance on preparing the authorization, contact the BASO.

Looking for more information on Travel Manager year end activities? Find it on the TM website at

<http://travel.hq.nasa.gov>.

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BW Pro Hits the Mark



Wouldn't life be grand if there were a way to get the specific Business Warehouse (BW) data you want quickly and easily? Well, the BASO heard your cries and created a solution for you! Business Warehouse Professional, or BW Pro, is the newest tool to expedite BW reporting. So what can BW Pro do for you?

- **Dynamically Generate BW Reports** – access specific reports by *Category* or *HQ Organization/Code*
- **View Report Descriptions** – read a PDF document for each report that contains an overview of report functionality, screenshots, and a variable entry and filter value table
- **Add Reports to Favorites** – easily add useful reports to your Favorites by simply clicking a button
- **Mouseover Report Overviews** – view the functionality of each report by placing the cursor over the report title

BW Pro can be accessed by visiting the BW Website at <http://businesswarehouse.hq.nasa.gov> and clicking on *Bookmark Repository*. To have a BW Pro page created for your organization, contact the BASO.



Core Financial Corner

It's that time of year...

Fiscal year end is here, and this means some *Important Dates* that should be added to your calendar!

- **September 16** – Step away from the Bankcards! After today, no bankcard purchases using FY04 funds will be permitted.
- **September 24** – Line up those Bankcard transactions. Bankcard reconciliation must be completed by this day – but P-Card reconciliation can continue.
- **September 25** – Get those Cost Assessment Cycles running! Today's the day for the NMO and HQ Cost Assessment Cycles, including Center Corporate G&A.
- **September 26** – Don't forget the Corporate G&A Cost Assessment Cycle! Also, today is the *last day to access SAP for FY04*, so plan accordingly!
- **October 15** – Let the FY05 spending commence! SAP is back up and running on this day.

Contact the BASO for all of your Core Financial fiscal year end queries!



Don't forget about... Core Financial Business Warehouse (BW) Training

Heard the buzz about Core Financial Business Warehouse Training and want to check it out for yourself? If you're a BW user and would like to attend training, sign up for one of the three courses currently offered: *[BW Overview and Basics](#)*, *[BW Travel Reporting](#)*, and *[BW Budget Execution Reporting](#)*. To register, visit the BW website (<http://businesswarehouse.hq.nasa.gov/>), click on *Training/Job Aids*, and select *Training Schedule* to view available courses.



BF Says Thank You

As we told you in the last issue, the Office of the CFO requested that all Centers conduct data initialization activities to populate Budget Formulation (BF) Release 0.5. The objectives of these activities were to:

- place the system under a simulated load
- prime the system for future operations
- exercise all functionality
- increase user dexterity

Many HQ and JPL personnel have met and exceeded all of the objectives and have gone above and beyond to learn some affiliated processes for using and tracking pseudo codes for realignment and reporting. The participants in this activity worked hard to complete NBS and Corporate planning crosswalks, pseudo code initiation, R0.5 data entry, BF Business Warehouse (BW) reporting, and data validation to match the 6/30 NBS submit and the Corporate G&A IMO templates. Of course, the BF Implementation Team was standing by with clinics, job aids, and desk-side assistance to ensure the success of this activity.



For the organizations that have participated in the BF Data Initialization Activities – the BF Implementation Team would like to say **Congratulations** for a job well

done and **Thank You** for your support with the priming of BF Release 0.5!



Attention Mac Users!

Tired of having to remember different user IDs and passwords? If you are accessing IFM services through the NASA Data Center (NDC), life is about to get a little easier. Soon you will be able to use your HQ user ID and Password to access IFM applications! Stay tuned for more information.

FPPS Goes Live!



There's a new personnel and payroll system in town! The Federal Personnel and Payroll System (FPPS) made its debut at NASA on August 8, 2004 as part of the e-Payroll initiative. Requesting Offices and HR Personnel are busy processing actions in the new system, and working hard to ensure a smooth transition. Here's a quick review of what FPPS means for you:

- Leave and Earnings Statements will be mailed to your home address of record – you will no longer receive paper copies in your office. You can also access your Leave and Earnings Statement online via Employee Express (<http://www.employeeexpress.gov>)
- You *must* use Employee Express to make changes to certain personnel and payroll information including home address, direct deposit, financial allotments, savings bonds, and Federal & State taxes, as well as Thrift Savings Plan (TSP) and Federal Employee Health Benefits (FEHB) during open season only

For more information about FPPS, visit the HQ e-Payroll website: <http://epayroll.hq.nasa.gov>. If you have specific FPPS questions, contact Linda Pultz

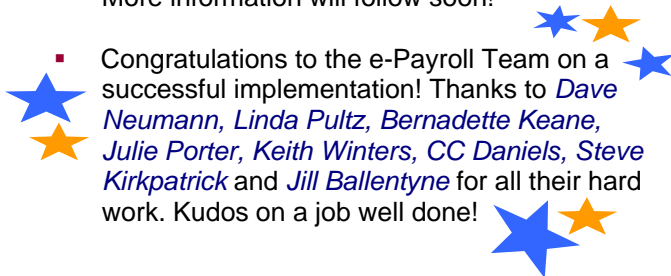
(linda.l.pultz@nasa.gov, 358-1568) or Julie Porter (jporter@nasa.gov, 358-1546).

BASO Footnotes



In addition to solving problems, answering questions, and conducting workshops, here are some other BASO happenings from the past month:

- As part of the Agency transformation, the BASO has been realigned to a new staff organization within the Office of Institutions and Management. Headed by Rick Keegan, the new organizational home for the BASO will include the functions of the former Headquarters Business Management Division and the Institutional Management Office for Corporate G&A. Rick's new office reports to the new Associate Deputy Administrator for Institutions, Mr. James L. Jennings.
- The BASO is bringing you more training opportunities! Keep an eye out for a new PR class, as well as an intermediate SAP class. More information will follow soon!
- Congratulations to the e-Payroll Team on a successful implementation! Thanks to *Dave Neumann, Linda Pultz, Bernadette Keane, Julie Porter, Keith Winters, CC Daniels, Steve Kirkpatrick* and *Jill Ballentyne* for all their hard work. Kudos on a job well done!



BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

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